

# **MICHIGAN HISTORICAL MARKER PROGRAM**

## **PURPOSE, CRITERIA, AND GUIDELINES**

### **PURPOSE**

Historical markers inform the public about buildings, structures, and sites of interest to the public. Through the Michigan Historical Marker Program, the State Historic Preservation Office and the Michigan Historical Commission seek to identify and mark sites and subjects having historic significance. Historical markers:

- Educate the public about significant people, places, and things in Michigan history and thereby develop the public's knowledge of the importance of Michigan history and inspire them to learn more.
- Foster people's ability to make connections between extant resources and the past.
- Encourage the public to preserve historic resources indicative of Michigan history and to develop a sense of identity as Michiganders.
- Enhance cultural tourism in this state by encouraging residents and visitors to investigate Michigan history and the state's historic sites.

### **ELIGIBILITY**

Eligibility for a marker is determined by historic significance at the local, state, or national level, and in the case of historic resources, integrity. Integrity means that the building, structure, object, or district retains its historic character. In particular the materials and location are the same as when it was built. The following may be eligible for a Michigan Historical Marker and subsequent listing in the State Register of Historic Sites:

- a historically significant building or structure,
- a district listed in the National Register of Historic Places,
- an object (i.e. vessel, shipwreck, railroad),
- a site (i.e. cemetery, archaeological site),
- a location without historic resources associated with an important historical figure, organization, or event.

### **CRITERIA**

The burden of proof is on the applicant to provide documentary evidence that demonstrates and substantiates that the resource or subject:

- a. is associated with events that have made a significant contribution to the broad patterns of our history; or
- b. is associated with the lives of persons significant in our past; or
- c. embodies the distinctive characteristics of a type, period, or method of construction or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
- d. has yielded or is likely to yield information important to history or prehistory.

Typically structures that have been moved from their original location, properties primarily commemorative in intent, and properties that have achieved significance within the past fifty years shall not be considered eligible for a Michigan Historical Marker unless they fall within the following categories:

- a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- a property achieving significance within the past fifty years if it is of exceptional importance.

#### **GUIDELINES**

- Properties associated with demolished buildings will not be considered until at least ten years after the demolition.
- Markers will not be erected on archaeological sites that retain research potential, in order to protect the integrity of those sites.
- In order to allow time for historical assessment, typically markers will not be considered for persons until at least twenty years after their death.
- Markers will not be considered for events until at least twenty years after they occur.

Applicants should have a commitment to preserving the historic resource that is being marked and will be expected to follow the *Secretary of the Interior's Standards for Rehabilitation*, for any modifications that must be made, in accordance with the *Michigan Historical Markers Act of 2002*. The State Historic Preservation Office is available for consultation.

Properties that no longer meet the criteria for designation due to alteration inconsistent with the *Secretary of the Interior's Standards for Rehabilitation*, demolition, or removal from their original site will be removed from the State Register of Historic Sites and the marker will be returned to the State Historic Preservation Office.

### **MICHIGAN HISTORICAL MARKER PROGRAM APPLICATION PROCESS**

The Michigan Historical Marker Program relies heavily on the applicants. Applicants must make the case through their application and the documentation they acquire through historical research that the historic resource or topic is worthy of a Michigan Historical Marker. Applicants also raise the funds to pay for their marker.

Marker applications that deal with the selected themes will receive priority attention.

## Priority Themes

*Agriculture* (e.g. farm complexes and buildings related to Michigan's agricultural industry)

*Civil Rights*

*Community Planning and Development* (e.g. planned communities)

*Conservation* (e.g. sites related to the ecology movement)

*Industry* (e.g. lumber camp sites and factories)

*Landscape Architecture* (e.g. parks, designed cemeteries, and golf courses)

*Maritime History* (e.g. lighthouses, ship building sites, piers, ports, and vessels)

*Resort Architecture and Tourism* (e.g. summer cottage complexes and resorts, tourist cabins, early motels, restaurants, drive-ins, and attractions)

*Resistance to Slavery and the Underground Railroad*

In addition, certain time periods will be given priority.

Depression Era

Post World War II

Exceptional Recent Past Architecture

## PLEASE NOTE THE FOLLOWING:

- **Incomplete** applications will be **returned** to the applicant. An incomplete application is one for which information is missing from the form itself, or for which any of the additional required items are missing. **Be sure to read the application carefully for requirements.**
- SHPO staff will write the marker text and send it to the applicant for acceptance of the marker language or marker text. Once the applicant accepts the marker text, it will be presented to the Michigan Historical Commission for its consideration. The Michigan Historical Commission makes the final determination of the wording.

## APPLICATION PROCESS

1. Sponsor/applicant submits application materials
2. SHPO staff reviews materials and determines whether site qualifies for a marker
3. SHPO staff write a text and send it to applicant for acceptance
4. If applicant disagrees with historical information in the marker text, the applicant must submit primary source documentation to support their position.
5. SHPO staff presents text to the Michigan Historical Commission
6. Commission approves, tables, or denies the request
7. Applicant is notified of decision
8. Applicant reviews final text for typographical or spelling errors and sends check to SHPO
9. Marker is ordered

**PLEASE NOTE: The process typically takes one year to complete. Guarantees for specific dedication dates cannot be made at this time.**

**Photographic Documentation for Michigan Historical Marker Program**  
**Michigan State Historic Preservation Office**  
**7/1/2007**

These guidelines are only applicable for above-ground historic resources for which a *Michigan Historic Site-Historical Marker Application* or a *Michigan Historical Marker Application* is being submitted.

The SHPO's photographic documentation requirements are founded in the national register's requirements as set forth in the National Register of Historic Places and National Historic Landmarks Survey Photo Policy Expansion (March 2005).

### WHAT VIEWS AND HOW MANY?

The number of views required will depend on the complexity of the property and what is considered significant about it. The views should provide an adequate overall impression of the property's character. For smaller individual buildings such as houses, two to four views will generally be appropriate. Including copies of historic views are helpful, but not required.

NOTE: The SHPO requires both black and white photographic prints and color electronic images.

### PHOTOGRAPHS

Provide a clear and descriptive black and white photograph of each view. The photographs must be crisply focused in all areas, correctly exposed, and free of any substantial perspective distortion.

#### Photographs must be:

- High in quality in relation to composition, clarity, and exposure.
- 3 1/2" x 5" up to 8" by 10" in size.
- Properly labeled (SEE NEXT PAGE).
- UNMOUNTED. Do not glue or otherwise attach photographs to another surface. Mounted photographs are not accepted.

#### Border:

Photographs printed on papers which will not accept pencil marks should have a white border at least 1/4" wide for labeling. If fiber-based paper is used, no border is necessary.

**Photographs may be provided in EITHER of the following formats:**

**Black and white photographs from standard photography**

**OR**

**Black and white photographs made from electronic images**

**Requirements for black and white prints from standard photography.** They must be:

- Printed from 35 mm or larger **black and white** negatives. Black and white prints made from color negatives will not be accepted. We recommend using only Kodak Plus-X 125, Kodak T-Max 100 or 400, or Kodak Tri-X 320 or 400 black and white film, as they are specifically made for processing and printing true black and white images. These types of film can generally be found only at specialty camera shops.
- Printed using a chemical process designed **only** for black and white film. This can usually be done only by a specialty camera shop or photographic studio. Photos processed with chromogenic processing (C-41) **are not acceptable**.
- Printed **only** on paper intended for black and white printing. Photographs printed on paper designed for color printing **will not be accepted**. Fiber-based or resin-coated papers that have been professionally processed in trays are preferred. Resin-coated papers that have been automatically processed are acceptable only if they contain no evidence of residual chemicals, fading, or yellowing. Use double- or medium-weight paper having a standard finish (matte, glossy, satin). The proper printing paper generally cannot be obtained through photo processes other than those used by a professional printer/camera shop.
- Properly processed and thoroughly washed; see directly above.

Photo labeling for black and white prints from standard photography:

ADHESIVE LABELS OF ANY KIND AND INK LABELING EXTENDING ACROSS THE BACK OF THE PRINT ARE NOT ACCEPTABLE AND PRINTS SO LABELED WILL BE REJECTED.

The preferred way to label photographs is to print lightly in pencil in the upper left corner of the back of each photograph the following information:

1. Historic name of property, or, for districts, the name of the building or street address followed by the name of the district.
2. Township or municipal unit, county, and state where the property is located.
3. Name of photographer.
4. Date of photograph.
5. Brief description of view indicating façade(s), side of street, etc. shown (“North and east façades” or “200 block of S. Washington, east side”).
6. Photograph number.

An alternate labeling method is to provide a separate sheet with the application. To do this, label the photos by name of property, town, county, state, and photograph number (items 1, 2, and 7). List the remaining information (items 3-6) on the spare sheet, identifying each photograph by number. Information common to all photographs, such as the photographer's name, may be listed at the top of the page.

To label photographs printed on paper that will not accept pencil marks, print with a permanent audio-visual marking pen or pencil the name and location of the property and number of photograph in the lower front border, being careful to avoid marking the printed surface. If there is no border, this information may be printed—as small as possible—in the lower right on the back of the photo.

### **Requirements for black and white prints made from electronic images.**

#### Electronic Image Standard:

**The size of each image must be 1600 X 1200 pixels at 300 ppi (pixels per inch) or larger. Images that do not meet that standard will not be accepted.** It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white format.

#### Provide the following:

- One set of black and white prints printed using ultraviolet pigmented inks and printed on paper designed for UV pigmented inks. The photos may be 3 ½ X 5" up to 8 X 10" in size. See the attached list of specific ink and paper combinations meeting the SHPO's requirements. If you do not use the listed inks and papers, you will need to provide the SHPO with documentation from some acceptable source outside of the products' manufacturers that the ink and paper meets the required standard. The SHPO **will not accept** photographs unless it is clear that they meet the national register standard. Use the alternate method of labeling the photographs set forth above under black and white prints from standard photography (see below).
- A CD-R containing electronic images for the views used. **The electronic images must be saved as uncompressed .TIF files or .jpg files on CD-R media.** Name the images for the property, county, and state and number them (i.e. MI\_Marquette\_Vista01.tif, MI\_Marquette\_Vista02.tif for views of the Vista Theater in Negaunee, Marquette County).
- Identification list of the photo images on the CD-R. When submitting photographs made from electronic images, use a separate sheet of paper to provide a photo list. List the name of the photographer and the date when the views were shot. Then list the specifics – obtained from your processor – as to the processing system, inks, and paper used for printing the photos (for example, "Epson 7600 with Epson Ultra Chrome inks and Epson Premium Gloss Paper"). Follow this with a list of the photos that includes, for each view, a brief description of the view indicating façade(s), side of street, etc., shown ("North and east façades" or "200 block of S. Washington, east side") and the image file designation.

### COLOR ELECTRONIC IMAGES (Slides and/or prints are not accepted):

Provide four to six color images of the resource. Follow the same guidelines for taking the photo as were outlined for black and white images. **The size of each image must be 1600 X 1200 pixels at 300 ppi (pixels per inch) or larger. Images that do not meet that standard will not be accepted. Use uncompressed .TIF or .jpeg format.** Name the images for the property and number them (i.e. Vista01.tif, Vista02.tif for views of the Vista Theater). Label the CD-R with the name of the property. For a district or other property for which one or more maps are being provided as part of the nomination, provide one image of each map on the CD-R, to be used as part of the presentation to the review board. These images should follow the instructions above as to format and naming and, because they will be shown first in the review board presentation, should be designated with the lowest numbers.

### RIGHTS TO PHOTOGRAPHS AND ELECTRONIC IMAGES

The final, accepted versions of photographs and images provided for national register nominations become the property of the Michigan Historical Center and will not be returned. The Michigan Historical Center accepts all photographs and images only on the condition that the center has full right to use such accepted photographs and images for reports, presentations, or other purposes as it sees fit.

### IF YOU HAVE QUESTIONS

CONTACT: Laura Ashlee or Ted Grevstad-Nordbrock  
State Historic Preservation Office  
Michigan Historical Center  
Department of History, Arts & Libraries  
702 W. Kalamazoo St., P.O. Box 30740  
Lansing, MI 48909-8240  
Phone: 517/335-2725 or 517/335-2722  
E-mail: [ashleel@michigan.gov](mailto:ashleel@michigan.gov) or [grevstadt@michigan.gov](mailto:grevstadt@michigan.gov)

## Acceptable Ink and Paper Combinations For Digital Images

The non-comprehensive list below includes products that meet the NR-NHL permanence standard. Specific printers are not identified, as the longevity of a print is dependent on the ink and paper combinations used to produce it, rather than on the printer.

Epson UltraChrome pigmented inks	Epson Premium Glossy Paper
	Epson Premium Semigloss Photo Paper
	Epson Premium Luster Photo Paper
	Epson Premium Semimatte Photo Paper
	Epson UltraSmooth Fine Art Paper
	Somerset Velvet for Epson
	Epson Velvet Fine Art Paper
	Epson Textured Fine Art Paper
Epson Picture Mate inks	Epson Enhanced Matte Paper
	Epson PictureMate Photo Paper
Hewlett-Packard (HP) 84/85 dye-based inkset	HP Premium Plus Photo and Proofing Gloss
	HP Premium Plus High Gloss Photo Paper
	HP Premium Plus Soft Gloss Photo Paper
	HP Premium Photo Paper, Gloss
	HP Premium Photo Paper, Soft Gloss
Hewlett-Packard 59 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
Hewlett-Packard 100 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
Hewlett-Packard Vivera inks (95 and 97 tri-color cartridges)	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)